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DOC	34	REV DATE	02/06/80	BY	
ORIG COMP	30	OPI	31	TYPE	02X
ORIG CLASS	C	PAGES	5	REV CLASS	4
JUST		NEXT REV		AUTH	HR 70-2

CENTRAL INTELLIGENCE GROUP  
Washington, D. C.

MEMORANDUM  
NUMBER

3 April 1947.

SUBJECT: Policy Concerning Clearance of Personnel for Duties with  
Central Intelligence Group.

EFFECTIVE UNTIL 30 JUNE 1947 UNLESS SOONER RESCINDED.

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1. Administrative Order [ ] dated 25 October 1946, subject:  
"Policy on Clearance of Personnel for Duties with Central Intelligence  
Group," is hereby rescinded and this Memorandum is substituted therefor.
2. In the President's letter dated 22 January 1946, where reference is  
made to the functions of the National Intelligence Authority and the  
Director of Central Intelligence, it is stated that: "In the conduct of  
their activities, the National Intelligence Authority and the Director  
of Central Intelligence shall be responsible for fully protecting in-  
telligence sources and methods."
3. In the discharge of this responsibility, it is imperative that per-  
sonnel assigned to, or attached for duty with, the Central Intelligence  
Group be individuals:
  - a. Of excellent character, who are citizens of the United  
States and who have neither a spouse, parent, parent-in-  
law, brother, sister, brother or sister-in-law, son,  
daughter, son or daughter-in-law, or close friends subject  
to a foreign power;

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- b. Whose loyalty, integrity, discretion and trustworthiness are unquestioned;
- c. Whose financial status and habits are such as to render unlikely their succumbing to any temptation arising from these sources;
- d. Who are unquestionably considered good security risks.

4. To assure that personnel assigned to, or attached for duty with, the Central Intelligence Group meet the standards prescribed in the foregoing paragraph, the following procedures will be applied in the investigation and clearance of such individuals:

- a. Investigation will be conducted to the extent necessary to enable the proper determination of an individual's eligibility in accordance with provisions of Paragraph 3, except for those individuals covered by provisions of Paragraph 5 below. The minimum investigation will consist of:

(1) A check of appropriate records of each of the following:

- (a) Department of State.
- (b) Office of the Director of Intelligence,  
War Department.
- (c) Office of Naval Intelligence, Navy Department.
- (d) Federal Bureau of Investigation (to include fingerprint files).

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- (e) Civil Service Commission.
- (f) House Committee on Un-American Activities.
- (g) Police Department in each city of employment and residence in the United States for past fifteen (15) years.

(h) Credit agencies.

(2) Verification of the individual's Personal History Statement regarding:

- (a) Birth.
- (b) Citizenship.
- (c) Education.
- (d) Employment for past fifteen (15) years.

(3) Character investigation by interview with personal references given by the individual and with a minimum of three other persons who have knowledge of his activities over a period of time sufficient to enable a determination as to his character and integrity.

b. Reports of investigations will be reviewed in each case by the Security Officer of the Central Intelligence Group, who will verify that the above procedure has been carried out. Final decision as to the acceptability of the individual for assignment to the Central Intelligence Group will rest with the Director of Central Intelligence.

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5. In a case in which there has been a previous satisfactory character and loyalty investigation by the War Department, Navy Department, Department of State, or other Government agency, the information derived therefrom may, at the option of the Director of Central Intelligence, constitute the basis for clearance of an individual for assignment to, or attachment for duty with, the Central Intelligence Group.
6. In the event that a member Department is requested by the Director of Central Intelligence to nominate an individual of the member Department for duty with the Central Intelligence Group, it is expected that such a nomination, when transmitted to the Director of Central Intelligence, will be accompanied by a written statement to the effect that the nominating Department, based upon its own knowledge of the individual recommended, certifies to his loyalty and fitness for duty. This written statement will constitute only a temporary clearance for immediate employment, pending completion of a full investigation.
7. Only upon specific approval of the Director of Central Intelligence will an individual be permitted to enter on duty with the Central Intelligence Group prior to the completion of the full security clearance prescribed herein. A request for waiver of security clearance will be directed to the Deputy Director, through the Chief, Security Division, Personnel and Administration Branch. Such a request will not be honored unless it has been signed by, or approved by, the Assistant Director for the office concerned. A security waiver will be granted only under

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